GSFC Consumption Data Deletion
Job Aid

This job aid should be used in conjunction with the user procedures on the OLQR for Maintain Actual Project Consumption

1. Identify the records from the load file that you want to delete
2. Go to transaction CJR2 and enter the following information (This should correspond with the data in your upload file)

Planner Profile: ZPLAN
Version: 98
From Period: <Fiscal Period for this month>
To Period: <Fiscal Period for this month>
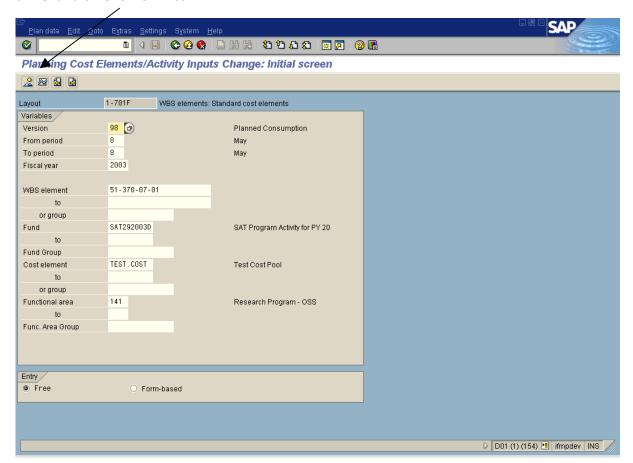**Fiscal Year:** <Fiscal Year>
WBS element: <WBS element from record that is being deleted>

Fund: <Fund from record that is being deleted>

Cost Element: <Cost Element from record that is being deleted> (i.e. ENG.PAAC, PAS.HOURS, etc.)
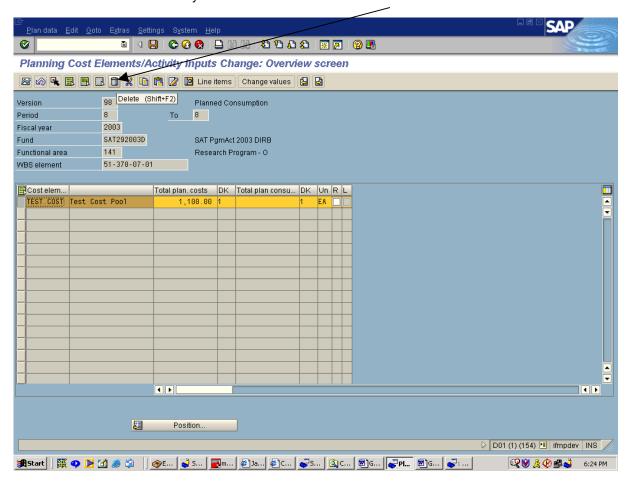**Functional Area:** <Functional Area from record that is being deleted>

3. Click the <Overview> Icon

4. Select the record that you want to delete and click the trash can icon.

5. Click "Yes" through the warning messages, then click <Post> (Save icon)
The consumption data has been deleted.